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**From:** Colvin, Charles [Colvin.Charles@epa.gov]  
**Sent:** 1/12/2021 5:15:40 PM  
**To:** Sanders, Amy [Sanders.Amy@epa.gov]  
**CC:** Sypniewski, Bruce [sypniewski.bruce@epa.gov]  
**Subject:** Update on GSA's Protocols Next Week

GSA's local property management, Bill Earl, etc. just met on contingency planning for the inauguration and Gina Carter just updated me. First, she plans to run the following past the RHM FSC followed by a tenant notice, so you and Bruce can expect to see something directly from her on this. Basically, GSA plans to finish up this week with no operational changes to the Metcalfe Building. But for next week, here is a summary of some changes:

1. Tuesday – Thursday (Jan. 19-21), there will be no GSA property management presence on-site.
2. Tuesday and Wednesday (Jan. 19-20) the RHM will go into "weekend access mode." This means anyone arriving to the Metcalfe must enter through the pedestrian doorway along Clark Street between 6 a.m. and 6 p.m. The good news (which she'll run past Ebony Roberson of FPS) is our staff won't need pre-approval or be placed on a list in advance of arriving. Anyone with a PIV card may enter by keycard (if it's programmed for after-hours), by pressing the call button, or by dialing the posted number, but they must pass through screening on the dock and sign in.

Note: GSA may extend the above, particularly No. 2, through the rest of the week, depending on how things go.